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FILE - IG
STAFFING
25 May 1972

MEMORANDUM FOR: The Inspector General

SUBJECT : May 1972 Review of Audit Staff
Personnel Ceiling for Staff and
Contract Personnel

1. This memorandum is for your information only unless you should require additional information or alternative plans for handling the Audit Staff personnel ceiling in the near future.

2. For several years the Audit Staff has been authorized to exceed slightly its authorized personnel ceiling primarily in order to obtain younger and lower grade personnel needed for the future. In this process we now have six new (to the Audit Staff) staff employees who were transferred from other Agency components, two new staff employees recently recruited from outside the Agency, and four co-op student contract employees one of whom will leave the Agency soon with the possibility that she may apply to the Agency for staff employment in about two years.

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3. At present, we are one staff employee in excess of our ceiling of [] which was authorized to obtain an outstanding young employee by transfer from another Agency component. We are now at our contract ceiling of two with four co-op student employees who are charged to one-half contract ceiling each. At 1 June 1972 we expect to continue one over our staff ceiling, and to be under contract ceiling by one-half slot. We have suspended recruiting, or internal transfer, of either staff or contract personnel until ceiling is available or certain to become available in a short time by resignation, mandatory retirement, etc. We would of course request an exception if an unusually well qualified candidate with very high potential for advancement should become available.

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4. We feel that we may lose a few employees by means other than mandatory retirement in the next year or so but we have no evidence of this. We also feel that two of the three mandatory retirements scheduled to occur within the next three years may be accelerated by voluntary early retirement but no dates have been established. Our short-range (about three years) plans on personnel and ceiling are based upon scheduled mandatory retirements.

5. We propose to settle the one over staff ceiling with the first mandatory retirement in October 1973. Two additional mandatory retirements will occur by April 1975. We propose to fill these vacancies with two of our three contract employees who will have left the co-op program, assuming that they want to come with us and their staff employment is approved by the Agency. At this point (1974-75) the Audit Staff would be in a position to acquire new young employees through the co-op program, recruitment, or transfers from within the Agency to fill vacancies that can be firmly projected within acceptable time limits.

6. The above plan should settle the staff ceiling problem in October 1973 and provide for staff employment of two of the contract employees who will have left the co-op program within the next three years. In the meantime we propose to charge former co-op members to one contract ceiling each as they leave the program and become full-time employees. This may create a temporary overage of one in contract ceiling about June 1974 to 1 August 1974.

7. Attached at Tab A is a schedule of the changes in ceiling balances described above. A separate memorandum will be submitted regarding a specific case.



Chief, Audit Staff

Attachment

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1 - ADMIN-T/O Mgt Studies

& Ceilings

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